

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: **DSS0577716**  
POSITION NO: 240015  
CLASS CODE: 3849  
POSITION TITLE: \_\_\_\_\_

Date Posted: **04/08/13**  
Closing Date: **OUF**

DEPARTMENT NAME: Division of Social Services/Child Care Development Fund Program  
DEPARTMENT NO: 57 WORKSITE LOCATION: Leupp, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A  
Days: Mon-Fri Permanent: ☒  
Hours: 7am-6pm Temporary: ☐ SALARY:  
Part-Time: ☐ Duration: \_\_\_\_\_ \$ 20,862.40 Per Annum  
No. of Hrs/Wk: 40 \$ 10.03 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies and equipment; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED certificate.

**Experience:**

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties.

**In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.**

**Special Knowledge, Skills and Abilities:**

Calculate portion sizes to complete menu worksheets. Must like children, ability to work with children.

**License/Certification Requirements:**

Applicant must possess Food Handlers Permit. **Background check and relevancy assessment required prior to employment.** CPR/First Aid and Valid State Driver's License preferred but not required.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**  
*Revised: 1-15-99*